

ATBO -AC (SARD-PI/29 Jan 97) (715) 1st End S. Horton/my/
DSN 680-4180
SUBJECT: Implementation of Significant Changes to the Army
Government-Wide Commercial Purchase Card Program

Cdr, U.S. Army Training and Doctrine Command, ATTN: ATBO-A, Fort
Monroe, VA 23651-5000

19 FEB 1997

FOR

Commanders, TRADOC Installations
Commandants, TRADOC Service Schools

1. The Army has the lead in making significant programmed changes to the Government International Merchant Purchase Authorization Card (IMPAC) program. These changes will streamline processes and procedures, allow program coordinators more flexibility in report generation and cardholder maintenance, and reduce DFAS charges for purchase card transactions.
2. Basic memorandum discusses the initiatives that are being implemented -- conversion of Army cardholder accounts to the Bank's new commercial software platform; implementation of a standard Army automated purchase card management system; and making the approving official the certifying officer for the monthly invoices, versus the Defense Finance and Accounting Service (DFAS) .
3. Since these initiatives cross all functional areas involved with the IMPAC program, request you ensure process owners stay involved, and assist the DOC in implementing these changes prior to conversion to the bank's new platform. Request you verify resource managers have complied with the Deputy Assistant Secretary of the Army (Financial Operations) direction to provide bulk funding and single lines of accounting for each cardholder account, and are working with the DOCS to close all outstanding invoices. Further, commanders and managers should have their cardholders and approving officials verify that their account information is current and accurate.
4. The DOCS also need help in the information management area. The computer hardware and software required for the Agency Program Coordinators, cardholders and resource managers to run the new programs must be available by the time the installation accounts are converted to the bank's new platform. DOCS will be providing training on this new automated system, and on the expanded responsibility of approving officials to certify invoices for payment. Request you assist the DOC when necessary

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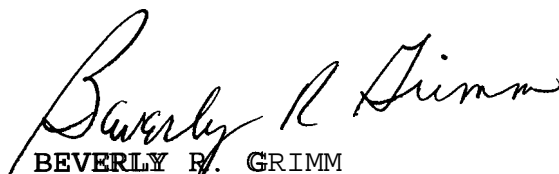
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to identify on-post training facilities, equipped with the required hardware and software, to provide "hands-on" training for those not familiar with windows-based applications.

5. Commanders and managers must be diligent in establishing adequate management controls that will provide reasonable assurance that our declining resources are protected from fraud, waste and misuse. In light of the approving official's increasing responsibilities, need you to emphasize the necessity to be judicious when nominating individuals for this role.

6. Point of contact is Sharon Horton, DSN 680-4180 or Commercial (757) 727-4180.

FOR THE COMMANDER:



BEVERLY R. GRIMM

Principal Assistant

Responsible for Contracting

Encl
nc

CF :

Commanders, TRADOC Installations, ATTN: Directors of Contracting



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

29 JAN 1997

DC
ALT/3Feb97

SARD-PI

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Implementation of Significant Changes to the Army
Government-Wide Commercial Purchase Card Program**

The purpose of this memorandum is to advise you of several initiatives the Army will be taking in the next few months to further streamline the purchase card program. These actions will impact all functional areas, to include Contracting, Resource Management, Logistics, Information Management, Installation Management and others using the purchase card. Adequate coordination and timely planning are essential for these initiatives to be successfully implemented.

The first initiative involves the conversion of all current Army cardholder accounts to the Bank's new commercial software platform called corporate payment system (CPS). The second initiative involves the implementation of a standard Army automated purchase card management system. Finally, we will be implementing certifying officers legislation, as it applies to the purchase card, concurrently with the two initiatives mentioned above. These initiatives will be implemented Army-wide during April and May, 1997. Implementation methodology is further explained in the enclosure.

These three initiatives are key to obtaining further internal and external Army savings from streamlining the program and in reducing the costs associated with Defense Finance and Accounting Service (DFAS) purchase card charges. Upon implementation of bulk funding, the use of single lines of accounting and certification of purchase card buys by approving officials, both our workload counts and charge per workload count used by DFAS will be reduced. I am asking for your personal support and commitment to make these initiatives work. They will result in a more efficient purchase card program, lower DFAS costs and greater savings to the Army.

Headquarter% Department of the
Army
SARD-PI, Ste 916, Skyline 6
5109 Leesburg Pike
Falls Church, VA 22041-3201



Please assure all functional personnel are informed of and are committed to these significant changes. Mr. Bruce E. Sullivan, Army IMPAC Coordinator, is available at any time to lend his expertise and support to your local programs. Mr. Sullivan may be contacted at (703) 681-7564/(DSN) 761-7564 or e.mail sullivab@sarda.army.mii.

A handwritten signature in black ink, appearing to read "Gilbert F. Decker".

Gilbert F. Decker
Assistant Secretary of the Army
(Research, Development and Acquisition)

Enclosure

IMPLEMENTATION METHODOLOGY

To implement the Purchase Card Program changes, agency program coordinators (APCs), approving officials (Aos) and cardholders (CHs) must receive additional training.

Agency program coordinators must receive training in the use of the Bank's software reporting capabilities (FirstLink and FirstView) and be able to train AOs in the new certification requirements. Additionally, the APCs must be knowledgeable in the Army standard automated purchase card management system to train CHs, AOs and resource managers in its use.

We plan to use the "train the trainer" approach in accomplishing the training requirements necessary for the implementation. The APCs will be the "trainers." With over 600 APCs, we need to start training in March on a geographical or regional basis if we are to implement the initiatives by the end of May. After training at a regional or geographical site, the APCs will then return to their locations to train personnel and implement the initiatives at their home activities/installations. While no more than 4 hours is expected to be needed for retraining current cardholders and approving officials, the sheer numbers of people within the Army (36,000+ cardholders and 11,000+ approving officials) demand APCs take an aggressive approach.

Hardware and Software Requirements:

To run the Bank's FirstLink and FirstView applications, Agency Program Coordinators must have access to a Pentium CPU, DOS 6.0 or higher, Microsoft Windows 3.1, Extended memory of 16Mb or higher, Super VGA color monitor, free hard drive space would vary by the number of accounts the Program Coordinators has, but should be 50Mb at all times. Software must include Microsoft Access.

To run the Army standard automated purchase card management system cardholders and resource management personnel must have access to PCs 486 or better with Windows 3.1 or better to run the checkbook system.